
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
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OCCUPATION CODE	TITLE	FOOTING	RATE
01000	Administrative Assistant	1000	1000

1000	- Administrative Support And Clerical Occupations	
01011	- Accounting Clerk I	13.16
01012	- Accounting Clerk II	14.77
01013	- Accounting Clerk III	16.68
01020	- Administrative Assistant	19.90
01035	- Court Reporter	17.17
01041	- Customer Service Representative I	11.10
01042	- Customer Service Representative II	12.49
01043	- Customer Service Representative III	13.62
01051	- Data Entry Operator I	11.39
01052	- Data Entry Operator II	12.43
01060	- Dispatcher, Motor Vehicle	19.27
01070	- Document Preparation Clerk	11.65
01090	- Duplicating Machine Operator	11.65
01111	- General Clerk I	10.84
01112	- General Clerk II	11.83
01113	- General Clerk III	13.28
01120	- Housing Referral Assistant	16.76
01141	- Messenger Courier	9.49
01191	- Order Clerk I	11.73
01192	- Order Clerk II	13.84
01261	- Personnel Assistant (Employment) I	14.80
01262	- Personnel Assistant (Employment) II	16.56
01263	- Personnel Assistant (Employment) III	18.47
01270	- Production Control Clerk	21.92
01290	- Rental Clerk	12.00
01300	- Scheduler, Maintenance	13.07
01311	- Secretary I	13.07
01312	- Secretary II	14.64
01313	- Secretary III	16.76
01320	- Service Order Dispatcher	16.90
01410	- Supply Technician	19.90

01420 - Survey Worker	12.43
01460 - Switchboard Operator/Receptionist	13.16
01531 - Travel Clerk I	11.43
01532 - Travel Clerk II	12.05
01533 - Travel Clerk III	12.66
01611 - Word Processor I	12.29
01612 - Word Processor II	13.79
01613 - Word Processor III	15.43
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.56
05010 - Automotive Electrician	17.13
05040 - Automotive Glass Installer	16.21
05070 - Automotive Worker	16.21
05110 - Mobile Equipment Servicer	14.24
05130 - Motor Equipment Metal Mechanic	18.03
05160 - Motor Equipment Metal Worker	16.21
05190 - Motor Vehicle Mechanic	17.35
05220 - Motor Vehicle Mechanic Helper	13.16
05250 - Motor Vehicle Upholstery Worker	15.14
05280 - Motor Vehicle Wrecker	16.21
05310 - Painter, Automotive	17.13
05340 - Radiator Repair Specialist	16.21
05370 - Tire Repairer	12.92
05400 - Transmission Repair Specialist	18.03
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.19
07041 - Cook I	8.90
07042 - Cook II	10.48
07070 - Dishwasher	8.72
07130 - Food Service Worker	8.51
07210 - Meat Cutter	12.48
07260 - Waiter/Waitress	8.43
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.57
09040 - Furniture Handler	10.28
09080 - Furniture Refinisher	17.57
09090 - Furniture Refinisher Helper	12.77
09110 - Furniture Repairer, Minor	15.28
09130 - Upholsterer	17.57
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.25
11060 - Elevator Operator	9.55
11090 - Gardener	14.95
11122 - Housekeeping Aide	9.55
11150 - Janitor	9.55
11210 - Laborer, Grounds Maintenance	10.19
11240 - Maid or Houseman	8.61
11260 - Pruner	8.96
11270 - Tractor Operator	13.53
11330 - Trail Maintenance Worker	10.19
11360 - Window Cleaner	10.85
12000 - Health Occupations	
12010 - Ambulance Driver	14.56
12011 - Breath Alcohol Technician	17.27
12012 - Certified Occupational Therapist Assistant	22.78
12015 - Certified Physical Therapist Assistant	18.74
12020 - Dental Assistant	15.24
12025 - Dental Hygienist	30.04
12030 - EKG Technician	23.55
12035 - Electroneurodiagnostic Technologist	23.55
12040 - Emergency Medical Technician	14.56
12071 - Licensed Practical Nurse I	15.44
12072 - Licensed Practical Nurse II	17.27

12073 - Licensed Practical Nurse III	19.24
12100 - Medical Assistant	12.52
12130 - Medical Laboratory Technician	16.97
12160 - Medical Record Clerk	12.68
12190 - Medical Record Technician	14.18
12195 - Medical Transcriptionist	15.44
12210 - Nuclear Medicine Technologist	35.96
12221 - Nursing Assistant I	9.99
12222 - Nursing Assistant II	11.24
12223 - Nursing Assistant III	12.27
12224 - Nursing Assistant IV	13.77
12235 - Optical Dispenser	17.27
12236 - Optical Technician	15.44
12250 - Pharmacy Technician	13.80
12280 - Phlebotomist	13.84
12305 - Radiologic Technologist	22.41
12311 - Registered Nurse I	23.01
12312 - Registered Nurse II	28.15
12313 - Registered Nurse II, Specialist	28.15
12314 - Registered Nurse III	34.05
12315 - Registered Nurse III, Anesthetist	34.05
12316 - Registered Nurse IV	40.81
12317 - Scheduler (Drug and Alcohol Testing)	20.41
12320 - Substance Abuse Treatment Counselor	13.18
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.57
13012 - Exhibits Specialist II	21.77
13013 - Exhibits Specialist III	26.30
13041 - Illustrator I	17.57
13042 - Illustrator II	21.77
13043 - Illustrator III	26.30
13047 - Librarian	24.10
13050 - Library Aide/Clerk	11.17
13054 - Library Information Technology Systems Administrator	21.76
13058 - Library Technician	12.56
13061 - Media Specialist I	15.71
13062 - Media Specialist II	17.57
13063 - Media Specialist III	19.59
13071 - Photographer I	15.78
13072 - Photographer II	17.65
13073 - Photographer III	21.86
13074 - Photographer IV	26.74
13075 - Photographer V	32.35
13090 - Technical Order Library Clerk	14.36
13110 - Video Teleconference Technician	16.44
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.58
14042 - Computer Operator II	18.55
14043 - Computer Operator III	21.14
14044 - Computer Operator IV	27.01
14045 - Computer Operator V	27.20
14071 - Computer Programmer I	(see 1) 20.08
14072 - Computer Programmer II	(see 1) 24.87
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	16.58
14160 - Personal Computer Support Technician	27.01
14170 - System Support Specialist	21.59
15000 - Instructional Occupations	

15010 - Aircrew Training Devices Instructor (Non-Rated)	28.72
15020 - Aircrew Training Devices Instructor (Rated)	34.74
15030 - Air Crew Training Devices Instructor (Pilot)	41.64
15050 - Computer Based Training Specialist / Instructor	28.72
15060 - Educational Technologist	26.41
15070 - Flight Instructor (Pilot)	41.64
15080 - Graphic Artist	22.34
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	39.33
15086 - Maintenance Test Pilot, Rotary Wing	39.33
15088 - Non-Maintenance Test/Co-Pilot	39.33
15090 - Technical Instructor	21.21
15095 - Technical Instructor/Course Developer	25.96
15110 - Test Proctor	17.13
15120 - Tutor	17.13
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.49
16030 - Counter Attendant	8.49
16040 - Dry Cleaner	9.90
16070 - Finisher, Flatwork, Machine	8.49
16090 - Presser, Hand	8.49
16110 - Presser, Machine, Drycleaning	8.49
16130 - Presser, Machine, Shirts	8.49
16160 - Presser, Machine, Wearing Apparel, Laundry	8.49
16190 - Sewing Machine Operator	10.40
16220 - Tailor	10.88
16250 - Washer, Machine	8.95
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.39
19040 - Tool And Die Maker	24.71
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	12.84
21030 - Material Coordinator	21.92
21040 - Material Expediter	21.92
21050 - Material Handling Laborer	11.98
21071 - Order Filler	11.27
21080 - Production Line Worker (Food Processing)	12.84
21110 - Shipping Packer	13.74
21130 - Shipping/Receiving Clerk	13.74
21140 - Store Worker I	9.83
21150 - Stock Clerk	14.53
21210 - Tools And Parts Attendant	13.37
21410 - Warehouse Specialist	12.84
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	21.06
23019 - Aircraft Logs and Records Technician	16.78
23021 - Aircraft Mechanic I	19.98
23022 - Aircraft Mechanic II	21.06
23023 - Aircraft Mechanic III	22.06
23040 - Aircraft Mechanic Helper	14.58
23050 - Aircraft, Painter	18.15
23060 - Aircraft Servicer	16.78
23070 - Aircraft Survival Flight Equipment Technician	18.15
23080 - Aircraft Worker	17.98
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	17.98
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	19.98
23110 - Appliance Mechanic	17.58
23120 - Bicycle Repairer	14.03
23125 - Cable Splicer	21.97
23130 - Carpenter, Maintenance	17.27
23140 - Carpet Layer	16.53
23160 - Electrician, Maintenance	22.67

23181 - Electronics Technician Maintenance I	18.60
23182 - Electronics Technician Maintenance II	19.56
23183 - Electronics Technician Maintenance III	20.63
23260 - Fabric Worker	15.28
23290 - Fire Alarm System Mechanic	18.74
23310 - Fire Extinguisher Repairer	14.03
23311 - Fuel Distribution System Mechanic	18.25
23312 - Fuel Distribution System Operator	14.03
23370 - General Maintenance Worker	14.93
23380 - Ground Support Equipment Mechanic	19.98
23381 - Ground Support Equipment Servicer	16.78
23382 - Ground Support Equipment Worker	17.98
23391 - Gunsmith I	14.03
23392 - Gunsmith II	16.53
23393 - Gunsmith III	18.74
23410 - Heating, Ventilation And Air-Conditioning Mechanic	17.93
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	18.90
23430 - Heavy Equipment Mechanic	20.91
23440 - Heavy Equipment Operator	18.58
23460 - Instrument Mechanic	18.74
23465 - Laboratory/Shelter Mechanic	17.57
23470 - Laborer	11.98
23510 - Locksmith	17.57
23530 - Machinery Maintenance Mechanic	21.48
23550 - Machinist, Maintenance	18.13
23580 - Maintenance Trades Helper	11.84
23591 - Metrology Technician I	18.74
23592 - Metrology Technician II	19.76
23593 - Metrology Technician III	20.69
23640 - Millwright	19.53
23710 - Office Appliance Repairer	19.75
23760 - Painter, Maintenance	15.33
23790 - Pipefitter, Maintenance	17.99
23810 - Plumber, Maintenance	16.86
23820 - Pneudraulic Systems Mechanic	18.74
23850 - Rigger	18.74
23870 - Scale Mechanic	16.53
23890 - Sheet-Metal Worker, Maintenance	17.30
23910 - Small Engine Mechanic	16.53
23931 - Telecommunications Mechanic I	26.70
23932 - Telecommunications Mechanic II	28.02
23950 - Telephone Lineman	18.74
23960 - Welder, Combination, Maintenance	18.97
23965 - Well Driller	18.74
23970 - Woodcraft Worker	18.74
23980 - Woodworker	14.03
24000 - Personal Needs Occupations	
24550 - Case Manager	12.47
24570 - Child Care Attendant	8.71
24580 - Child Care Center Clerk	11.19
24610 - Chore Aide	9.91
24620 - Family Readiness And Support Services Coordinator	12.47
24630 - Homemaker	12.47
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	18.74
25040 - Sewage Plant Operator	16.05
25070 - Stationary Engineer	18.74
25190 - Ventilation Equipment Tender	12.77
25210 - Water Treatment Plant Operator	16.05
27000 - Protective Service Occupations	

27004 - Alarm Monitor	12.19
27007 - Baggage Inspector	9.34
27008 - Corrections Officer	13.86
27010 - Court Security Officer	15.34
27030 - Detection Dog Handler	12.03
27040 - Detention Officer	13.86
27070 - Firefighter	16.94
27101 - Guard I	9.34
27102 - Guard II	12.03
27131 - Police Officer I	16.87
27132 - Police Officer II	18.75
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	14.61
28042 - Carnival Equipment Repairer	16.01
28043 - Carnival Worker	10.35
28210 - Gate Attendant/Gate Tender	13.81
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	15.45
28510 - Recreation Aide/Health Facility Attendant	11.28
28515 - Recreation Specialist	16.57
28630 - Sports Official	12.31
28690 - Swimming Pool Operator	18.91
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	18.55
29020 - Hatch Tender	18.55
29030 - Line Handler	18.55
29041 - Stevedore I	17.15
29042 - Stevedore II	19.72
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	37.52
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	25.87
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	28.49
30021 - Archeological Technician I	16.65
30022 - Archeological Technician II	19.14
30023 - Archeological Technician III	22.65
30030 - Cartographic Technician	23.21
30040 - Civil Engineering Technician	18.16
30051 - Cryogenic Technician I	24.72
30052 - Cryogenic Technician II	27.30
30061 - Drafter/CAD Operator I	16.65
30062 - Drafter/CAD Operator II	19.14
30063 - Drafter/CAD Operator III	21.92
30064 - Drafter/CAD Operator IV	25.70
30081 - Engineering Technician I	15.04
30082 - Engineering Technician II	16.88
30083 - Engineering Technician III	18.88
30084 - Engineering Technician IV	23.40
30085 - Engineering Technician V	28.82
30086 - Engineering Technician VI	34.63
30090 - Environmental Technician	23.21
30095 - Evidence Control Specialist	22.31
30210 - Laboratory Technician	20.89
30221 - Latent Fingerprint Technician I	24.72
30222 - Latent Fingerprint Technician II	27.30
30240 - Mathematical Technician	23.21
30361 - Paralegal/Legal Assistant I	18.76
30362 - Paralegal/Legal Assistant II	23.25
30363 - Paralegal/Legal Assistant III	28.44
30364 - Paralegal/Legal Assistant IV	33.85
30375 - Petroleum Supply Specialist	27.30
30390 - Photo-Optics Technician	23.21
30395 - Radiation Control Technician	27.30
30461 - Technical Writer I	22.85

30462 - Technical Writer II	27.94
30463 - Technical Writer III	33.80
30491 - Unexploded Ordnance (UXO) Technician I	23.85
30492 - Unexploded Ordnance (UXO) Technician II	28.85
30493 - Unexploded Ordnance (UXO) Technician III	34.58
30494 - Unexploded (UXO) Safety Escort	23.85
30495 - Unexploded (UXO) Sweep Personnel	23.85
30501 - Weather Forecaster I	24.72
30502 - Weather Forecaster II	30.06
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 21.92
30621 - Weather Observer, Senior	(see 2) 23.21
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	28.85
31020 - Bus Aide	10.21
31030 - Bus Driver	15.14
31043 - Driver Courier	12.60
31260 - Parking and Lot Attendant	9.57
31290 - Shuttle Bus Driver	13.84
31310 - Taxi Driver	10.24
31361 - Truckdriver, Light	13.84
31362 - Truckdriver, Medium	15.12
31363 - Truckdriver, Heavy	18.54
31364 - Truckdriver, Tractor-Trailer	18.54
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	14.07
99030 - Cashier	8.73
99050 - Desk Clerk	8.61
99095 - Embalmer	23.85
99130 - Flight Follower	23.85
99251 - Laboratory Animal Caretaker I	11.61
99252 - Laboratory Animal Caretaker II	12.76
99260 - Marketing Analyst	17.87
99310 - Mortician	23.85
99410 - Pest Controller	16.93
99510 - Photofinishing Worker	12.53
99710 - Recycling Laborer	13.07
99711 - Recycling Specialist	16.25
99730 - Refuse Collector	11.51
99810 - Sales Clerk	11.98
99820 - School Crossing Guard	11.42
99830 - Survey Party Chief	18.98
99831 - Surveying Aide	13.81
99832 - Surveying Technician	17.25
99840 - Vending Machine Attendant	12.31
99841 - Vending Machine Repairer	15.11
99842 - Vending Machine Repairer Helper	12.31

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or

stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered

overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is

not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).